

## Craven County, North Carolina Local Government Employees Personnel Resolution

### Article IV. The Pay Plan, Section 18. Recruitment and Retention Bonus

The purpose of a recruitment and retention bonus is to attract and retain highly qualified employees in positions deemed hard to fill. A hard to fill position is a position identified as a recruitment challenge based upon factors including, but not limited to:

- a) the number of similar vacant positions within Craven County, the local job market, or other comparable governmental agencies where competition exists for the same pool of qualified applicants,
- b) the length of the position vacancy,
- c) an urgent need to fill a vacancy, or
- d) the lack of receipt of qualified applications for the vacant position.

For the purpose of this policy, a “recruitment bonus” is a payment made in exchange for accepting an offer of employment to be paid out the pay period after the successful completion of an employee’s probationary period. A “retention bonus” is a payment made in exchange for an employee’s continued tenure of employment to be paid out the pay period following one year of continued employment.

The recruitment and retention bonus policy will be applied according to the following procedure:

- a) Craven County may offer recruitment and retention bonuses to full-time or part-time positions deemed by the County Manager, or his designee, to be hard to fill.
- b) Hard to fill positions will be identified on an individual position basis.
- c) The application of a recruitment and retention bonus to a position vacancy must be requested by departments to Human Resources for each position to be considered.
- d) Each recruitment and retention bonus request must be approved by the County Manager and the bonus value will be set in accordance with established bonus value ranges.
- e) An employee is eligible to receive no more than one recruitment and one retention bonus from Craven County. This rule applies even if the employee transfers positions or separates from employment and is later rehired into a position where a recruitment and retention bonus is offered.
- f) If an employee begins employment in one position or department and receives a recruitment bonus and within their first year of employment transfers to another position or department within Craven County they forfeit their retention bonus unless their transfer to another position or department is considered to be within the same job family.
- g) Bonus value ranges are:
  - 1) Recruitment bonuses in an amount of up to \$1,500 for a full-time position and up to \$500 for a part-time position will be paid to a newly hired employee in the pay period after successful completion of the probationary period or after the completion of six months of employment for employees not subject to a probationary period such as part-time positions.
  - 2) Retention bonuses in an amount of up to \$1,500 for a full-time position and up to \$500 for a part-time position will be paid in the pay period following completion of one year of employment as long as the employee is currently employed in good standing with Craven County.
- h) Recruitment and retention bonus payments will be made through payroll and are subject to all applicable taxes and deductions.

The recruitment and retention bonus policy is subject to the availability of funds.